


Charter Holder Governance

Notification Request

 **Changes in members of the corporate entity, or members of managers of a Limited Liability Company or manager of the Charter Holder.**

Required Materials for Administrative Completeness:

- Board minutes approving the change (If the body is subject to Open Meeting Law, minutes must comply with A.R.S §38-431.01)
- Notarized Affidavit, Disclosure and Consent for Background and Credit Check
- Background Information Sheet
- Official transcripts from the highest post-secondary education institution attended or verification of Coursework/Degree (<http://www.studentclearinghouse.org/>)
- Copy of a valid fingerprint clearance card for new corporate entity member. Copies of applications to DPS will not be accepted.
- Copy of a current resume
- Provide information regarding any payment, benefit or consideration received or to be received by any party in the transition.
- Email address for new member

Eligibility Criteria –

In order for the request to be considered by the Board, the charter holder must:

- Be in “good standing” with the Arizona Corporation Commission. This is determined by accessing information available through the Commission’s website.